



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
WEST REGION  
2450 STANLEY ROAD, SUITE 101  
FORT SAM HOUSTON, TX 78234-6102

IMWE-EEO

1 MAY 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Management Command-West (IMCOM-W), Guidance  
Memorandum #1 – Equal Employment Opportunity

1. REFERENCES:

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 Mar 98.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
- c. AR 600-20, Army Command Policy, 13 May 02.
- d. IMA Policy Memorandum #2, Equal Employment Opportunity/Equal Opportunity, 16 Jun 03.

2. PURPOSE. To provide guidance on Equal Employment Opportunity Program.

3. APPLICABILITY. This guidance applies to all civilian and military personnel assigned to and/or under the operational control of the IMCOM-W to include Garrisons in the West Region.

4. PROCEDURES.

a. The United States Government and Department of the Army guidance is to provide equal employment opportunity based on qualifications, merit, and fitness without regard to race, color, religion, gender, national origin, age, physical or mental disability. I fully endorse that policy and I am personally committed to the principles of equal employment opportunity.

b. Equal employment opportunity success occurs when actively supported through the personal involvement of individuals at all levels. Equal employment opportunity has a direct positive effect on mission performance, professional growth, morale, and recruitment of qualified applicants for employment.

c. Responsibility and accountability for equal employment opportunity are integral to effective leadership. I place paramount emphasis on the importance of attracting, recruiting, developing, and retaining qualified personnel that represent America's talent and our nation. Equality, fairness, and diversity are key ingredients that enable

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IMCOM-W to develop and motivate a capable workforce to accomplish our mission. Each member of IMCOM-W is responsible to ensure that all persons are treated with dignity and respect, regardless of race, color, national origin, sex, age, religion, or disability.

d. I expect the IMCOM-W to maintain an environment free from discrimination for all personnel while providing optimal opportunities to perform and advance within the organization. I expect supervisors and managers at all levels to ensure all employees and applicants are treated fairly, and take immediate and appropriate action to resolve conflicts regarding discrimination issues.

e. A strong leadership role is required to make equal employment opportunity a reality for everyone.

5. PROPONENT. The proponent for this Guidance Memorandum is the IMCOM-W Equal Employment Opportunity Office. The point of contact is Mr. Amando Canales, EEO Director, at (210) 295-2089, DSN 421-2089, or email: amando.canales@us.army.mil.

Encl  
as



J. RANDALL ROBINSON  
Director

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